

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	PWC-500-050-03
		募集締切日: Closing Date	18 Apr 03
		発行日: Date of Issue	7 Apr 03
		1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>2</u>) Production Control Specialist #389 <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)	
2.部隊 Activity Public Works Center, Yokosuka, Maintenance Department (C500) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days : Monday – Friday (月曜日 – 金曜日) 勤務時間 (Work Hours): 07:30 – 16:15 休憩 (Recess Period): 11:30 – 12:15 <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <div style="text-align: center;"> <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent </div>	
6.職務内容 Duties Functions as the customer support staff at Facilities Maintenance Shop for USNH, Yokosuka. 1. Coordinates work request from customers (Hospital Staff) by operating DMLSS (Defense Medical Logistics Standard Support) and responding to trouble calls. 2. Acts as an interpreter between customers and maintenance crew staff. 3. Checks progress of PMI work and reports the result to the customer. 4. Prepares Purchase Requisition to order of job materials through MAXIMO. 5. Translates documents including reports, instruction manuals and memorandums from English to Japanese and vice versa. 6. Performs various kinds of administrative works including making out reports and preparing paperwork. 7. Without this position, coordination of work (scheduling, outages, etc.) will have a direct impact on the operations of the Hospital / Dental services.			
7.資格要件 / 身体条件 Qualification / Physical Requirements a. One year of specialized experience in the same line of work at the next lower level OR a college or university graduate with Master Degree in accredited Graduate School in any fields. b. Skill in operating personal computer such as Microsoft Word, Excel and Access. c. Ability to negotiate with customers of both, U.S. and Japanese. d. Ability to speak, read and write English at average proficiency level (LAD-2). A potentially qualified applicant may be accepted at a lower grade level. A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A 免許証 / 修了証 License / Certificate Required : N/A			

8.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) 3 ページ 1 組です。 * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) *上記は http://hro.cnj.navy.mil の左側フレーム最下部、フォームからダウンロード可能。記入は英語で。 Complete above in English. <input checked="" type="checkbox"/> 英語能力を証明するものの写し。Certificate of English Proficiency (Copy). <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた定型の返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
・ 担当部署 / 担当者名 Office PWC C130PM, てがわ / たなか ☎046-821-1911 (Ext/内線) 243-7462 / 7275	〒238-0015 神奈川県横須賀市泊町 1 番地 米海軍横須賀基地統合人事部雇用課 (HRO), Code 511A ☎046-821-1911 (Ext/内線) 243-8153	PD No.: PWC-520A-005 PD is accurate and current. Certified by Activity: HRO at4/4 so4/4 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.